

PeopleSoft

Absence Management/Time & Labor

Checklist for New Hires, Transfers, and Rehires

Absence Management:

Job Data: (Navigation: HR/Payroll Page>Payroll Administrator>Employee Data> Job Data)

- When doing a New Hire in Job Data make sure
 - Absence Management is picked for the Absence System
 - The Absence Management System section is filled in
 - Choose the correct Holiday Schedule
- Once OMB does the rehire or transfer in Job Data, Verify the information on
 - Payroll
 - Absence Management is picked for the Absence System
 - The Absence Management System section is filled in
 - Choose the correct Holiday Schedule

And make any changes necessary or email OMB for corrections.

The screenshot shows the PeopleSoft Job Data form for a new hire. The form is divided into several sections, with the 'Absence Management' section highlighted in yellow. The 'Absence Management' section includes the following fields:

- Effective Date:** 01/01/2019
- Effective Sequence:** 0
- HR Status:** Active
- Payroll Status:** Active
- Action:** Position Change
- Reason:** Job Re-Classification
- Job Indicator:** Primary Job
- Current:** ☐

The 'Payroll for North America' section is also highlighted in yellow and includes the following fields:

- Payroll System:** Payroll for North America
- Absence System:** Absence Management (dropdown menu)
- Pay Group:** PG1
- Employee Type:** S
- Tax Location Code:** BURLEIGH
- GL Pay Type:**
- Combination Code:**
- Holiday Schedule:** STATE1
- FICA Status:** Subject

The 'Absence Management System' section is also highlighted in yellow and includes the following fields:

- Pay Group:** PG1
- Setting:**
 - ☒ Use Pay Group Eligibility
 - ☒ Use Pay Group Rate Type
 - ☒ Use Pay Group As Of Date
- Eligibility Group:**
- Exchange Rate Type:**
- Use Rate As Of:**

- If your agency doesn't use Time and Labor-
 - Add them to the Time Reporter in Job Data or Maintain Time Reporter Data with the following settings:

Time Reporter Data 1 of 1 View All

*Effective Date: 05/01/2017 📅 ↻ *Status: Active ⌵ + -

*Time Reporter Type: Elapsed Time Reporter ⌵

Elapsed Time Template: NDSE_TD 🔍 Elapsed - Time Dist Task Rptg

Punch Time Template: 🔍

Time Period ID: 🔍

*Workgroup: AM 🔍 AM Only - No Timesheet Access

*Taskgroup: NDS_TD 🔍 ↻ Time Dist Task Rptg

Task Profile ID: 🔍

TCD Group: 🔍

Restriction Profile ID: 🔍

OT / Comp: 🔍

Rule Element 2: 🔍

Rule Element 3: 🔍

Rule Element 4: 🔍

Rule Element 5: 🔍

Time Zone: CST 🔍 Central Time (US)

Payroll

☒ Send Time to Payroll

Commitment Accounting

☒ For Taskgroup

☒ For Department

- By adding the employee to Time Reporter it will create a payline for any time off approved in the Supplemental pay cycle and create a paystub in Employee Self Service.

Assign Work Schedule: Make sure to add the work schedule after you are done with the hire process. (Navigation: HR/Payroll Page>Absence Management Tile>Absence Management>Assign Work Schedule)

- Under Assignment Method choose Select Predefined Schedule
- Schedule Group is STATE
- For Schedule ID, do a look up to find the correct schedule for the employee

The screenshot shows the Oracle HR/Payroll 'Assign Work Schedule' page. The main form includes fields for Employee ID, Employment Record, Effective Date (11/01/2008), Assignment Method (Set to 'Select Predefined Schedule'), Schedule Group (Set to 'STATE'), and Schedule ID (Set to 'ND005'). A 'Look Up Schedule ID' pop-up window is open on the right, displaying a list of search results for the 'STATE' group. The results table lists various schedule IDs and their descriptions, such as 'JRCC A', 'JRCC B', 'JRCC C', and 'ND001' through 'ND020'.

Look Up Schedule ID

Set ID: STATE

Schedule ID: begins with

Description: contains

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Schedule ID	Description
JRCC A	JRCC A
JRCC B	JRCC B
JRCC C	JRCC C
MRCC1	4 days on 4 days off -
ND001	8 hours/day (M-F) elapsed
ND003	8:00-5:00 (8 hours/day)
ND004	8:30-5:00 (8 hours/day)
ND005	8:00-4:30 (8 hours/day)
ND006	7:30-4:30 (8 hours/day)
ND007	7:30-4:00 (8 hours/day)
ND008	7:00-4:00 (8 hours/day)
ND009	7:00-3:30 (8 hours/day)
ND010	5:00P-1:00A (8 hours/day)
ND011	5:00A-1:30P (8 hours/day)
ND012	4:00A-12:30P (8 hours/day)
ND013	7:30-11:30 (4 hours/day)
ND014	8:00-12:00 (4 hours/day)
ND015	1:00-5:00 (4 hours/day)
ND016	5:00A-9:00A (4 hours/day)
ND017	12:00-4:00 (4 hours/day)
ND018	8:00-1:00 (5 hours/day)
ND019	9:00-2:00 (5 hours/day)
ND020	7:00-1:30 (6 hours/day)

Time & Labor:

Time Reporter: An Employee needs to be enrolled in Time Reporter for them to have access to the timesheet.

- **New Hires** (Navigation: HR/Payroll Page>Payroll Administrator Tile>Hire/Update Employee Process>Manage Hires)
 - Go to Employment Data link at the bottom of the page
 - Click on Time Reporter Data

Employment Information

Employee

Empl ID

Empl Record 0

Organizational Instance

Organizational Instance Rcd 0

Original Start Date 07/27/2015

Override

Last Start Date 07/27/2015

First Start Date 07/27/2015

Termination Date

Years Months Days

Org Instance Service Date 07/27/2015

Override

3 8 28

Organizational Assignment Data

Instance Record

Last Assignment Start Date 07/27/2015

First Assignment Start 07/27/2015

Assignment End Date

Home/Host Classification Home

Years Months Days

Company Seniority Date 07/27/2015

Override

3 8 28

Benefits Service Date 07/01/2015

Override

3 9 23

Seniority Pay Calc Date 07/27/2015

Override

3 8 28

Probation Date 01/27/2016

Professional Experience Date

Last Verification Date

Business Title

Position Phone

USA

Job Data

Employment Data

Earnings Distribution

Benefits Program Participation

- **Transfers and Rehires** (Navigation: HR/Payroll Page>Time and Labor Administrator>Time> Maintain Time Reporter Data)
 - Update information by adding a new row with effective date to transfer or rehire date
- Once the employee is enrolled in Time Reporter there is an overnight process that runs that will give the employee access to the timesheet on the Employee Page/Hub